Marine Corps Base Quantico Site In-Brief

Enterprise Solutions
Navy Marine Corps Intranet

NMCI INFORMATION STRIKE FORCE
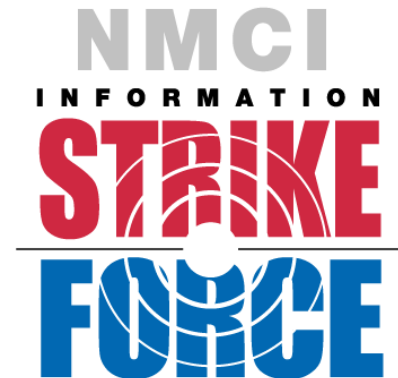
10 February 2003

Agenda

▸ NMCI Program Overview

▸ Transition Approach

▸ Transition Team

▸ Special Action Teams (SAT)

▸ Assessment & Validation Teams (AVT)

▸ Transition Tools

▸ Wrap Up

NMCI Program Snapshot

‣ End-to-End Services and Support

‣ Service Offerings

‣ Electronic Ordering

‣ Hardware Refresh and Software Upgrades

‣ Training

‣ 24 x 7 Global Help Desk Support
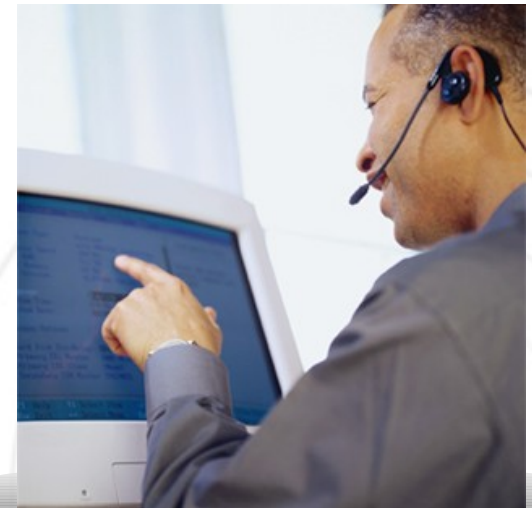
Network Management Capability

‣ Initially: Server farm in Newlin Hall

Management capability in Norfolk

‣ October: Server farm in Diamond Hall

Management capability in Diamond Hall

‣ Later: NOC to be constructed at Pad-505

Management capability included, by definition

Server farm to be co-located

Transition Approach

- Transition Process

- Process Timeline

- Roles and Responsibilities

- Activities

NMCI Transition Process

- Phase I - Detailed Engineering
  - Planning Change
- Phase II - Site Preparation
  - Preparing for Change
- Phase III - Site Transformation
  - Implementing Change
- Phase IV - Achieving Service Level Agreements (SLAs)
  - Proving SLAs

Transition Process Flow

Phase I
Detailed Engineering

Planning Change

Activity Briefings

Activity All Hands Briefings

Transition Government Workers

Contract for Local Workforce

Complete Site Concurrence Memorandum

Conduct Detailed Engineering for Site. Perform Site Survey and Asset Inventory Document System Baseline

Engineer Site Enterprise

Conduct Facilities Planning

Engineer Site-Specific Building Blocks

Submit Security Accreditation Documents

Interim Authority to Operate Received

Order Definitization

Phase II
Site Preparation

Preparing for Change

Operate and Maintain As-Is Environment

Train Users with Heavy Emphasis on Change Management Practices

Furnish, Install and Test Site Enterprise

Test Site-Specific Building Blocks

Begin Infrastructure Work.

Finalize Implementation/ Cutover Plans

Logistic Planning and Stage Equipment

Phase III
Site Transformation

Making Change

Configure and Install Equipment

Roll-Out Desktops

Start Cutover to Enterprise Services

Monitor and Report SLAs

Correct Areas That Are Not Meeting SLAs

Continue Navy/Marine Infrastructure

Facilitate Equipment Retrograde

Phase IV
Achieving SLA's

Proving SLA's

Monitor Enterprise and Site Services

Monitor and Report SLA's

Address/Fix Performance Issues

Continue Infrastructure Work

Conduct Configuration Audit

Prepare Lessons Learned

Exit Criteria

AOR

Start of Cutover

Site Meeting SLAs

Site IOC

Change Management Practices Applied

Transition Process Timeline

NMCI INFORMATION STRIKE FORCE

30 Days

180 Days

Facilities (EPS) Server

WAN / DISA

Legacy Applications / RFS/Media

Task/ROM Order — **Site Receives & Completes PSQ**

Senior Leadership Brief 03/03/03

Site In-Brief

Phase 1
90 Days

Information Assurance
Legacy Applications
Facilities
WAN/BAN/LAN

Long Lead Activities

ISF Receives Completed PSQ
Validations Commence
Draft and Sign SCM
Validations Continue
Finalize Order
Prioritize Legacy Apps Report
IATO / IATC
IDF / MDF
Software License
Contract Termination
Design Briefing

Server Surveys
Security Hardware
WAN/BAN/LAN Surveys

Detailed Surveys

Desktop Profiles
Server Design
IA Design
WAN/BAN/LAN Design

Environmental Works Drawings

Planning Change

AOR 3/24/03

Phase 2
30-60 Days

Directory / PKI
Server Install / Test
IA Install / Test
WAN/BAN/LAN Install / Test

Transition Plan

WAN/BAN/LAN
Install / Test

File & Print
Migration
Desktop test

Infrastructure Buildout & Test WAN/BAN/LAN

Start of Cutover

Desktop Rollout

Seg
Seg
Seg
Seg

Phase 3
30-60 Days

SLA Test

Site Preparation

Site Transformation

Horizontal

SITE MANAGER (SM)
•Directs all ISF resources at Site
•Responsible for legacy network environment
•Responsible for delivering all NMCI services
•Manages customer relationship
•Responsible for all transition activities at Site
•Reports to command manager
•Incorporate government employees (as available)

SPECIAL ACTION TEAMS (SAT)
Begin essential work early in Phase I that could pose threats to meeting AOR or Cutover in the schedule.
•Matrixed as required at each site
•Report to the STM,
•Focus:

    Facilities
    Legacy Applications
    Wide Area Network Provisioning (WAN)

SITE TRANSITION MANAGER (STM)
•Provide planning and direction for the NMCI technical infrastructure solution at the Site
•Monitors status of critical tasks during all infrastructure phases
•Assist the Site Manager in operating the legacy environment
•Assist the Site Manager to deliver NMCI services
•Supervises transition activities

VALIDATION TEAMS
•Server Teams
•Messaging Teams
•BAN/LAN Teams
•Information Assurance Teams

ISF

Task Order   Site In-brief   AOR   Start of Cutover   SLA Test Complete   Site IOC

USMC

REGIONAL CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (RCOR)
•Provide Government technical interface with Contractor
•Monitor compliance with contract requirements
•Primary liaison between Contractor and Contracting Officer

CUSTOMER'S TECHNICAL REPRESENTATIVE (CTR)
•Serve as the Government Transition Team manager
•Provides support to local command
•Coordinates with Regional COR (R/COR)
•Coordinates with ISF STM

JS GOVERNMENT CONTRACT SUPPORT
•IT SME trained to assist in completing site PSQ
•Provide on-site training and assistance to CTR/RCOR
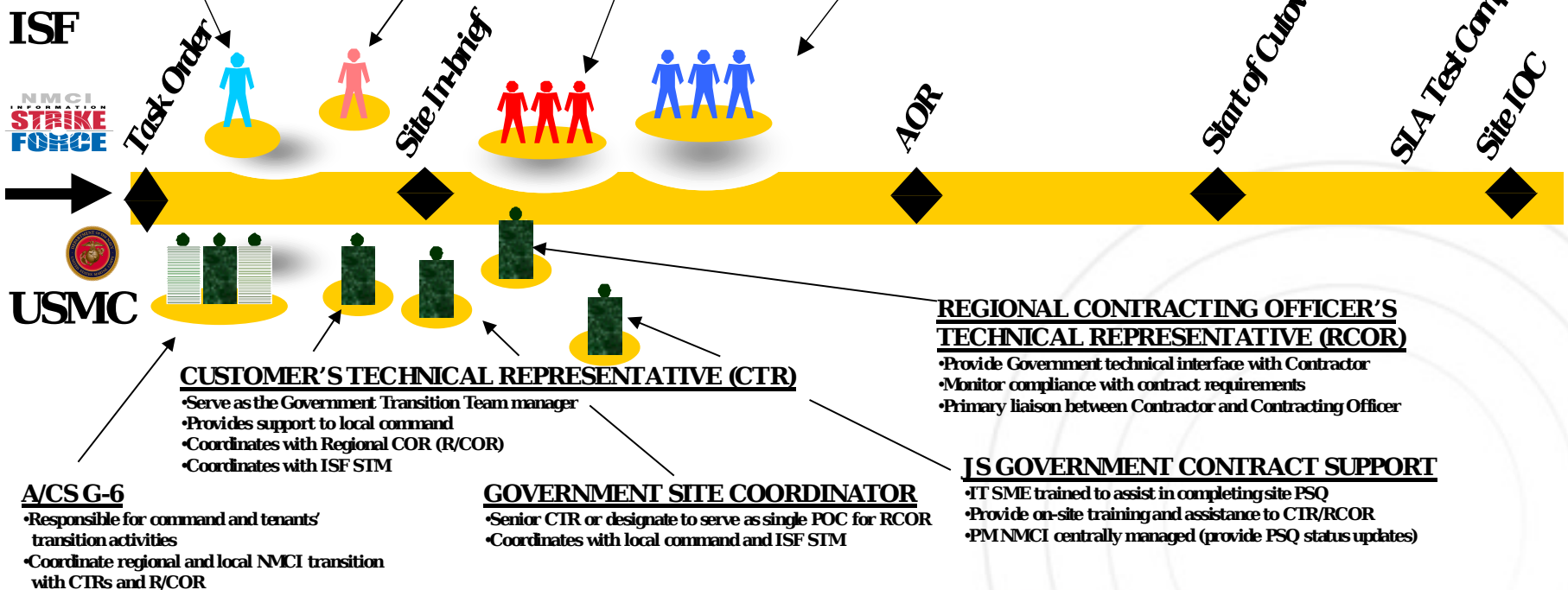•PM NMCI centrally managed (provide PSQ status updates)

A/CS G-6
•Responsible for command and tenants' transition activities
•Coordinate regional and local NMCI transition with CTRs and R/COR

GOVERNMENT SITE COORDINATOR
•Senior CTR or designate to serve as single POC for RCOR
•Coordinates with local command and ISF STM

▸ Director, Navy and Marine Corps Operations – Direction for Command Managers

▸ Command Manager - Regional and Command Relationship

▸ Site Manager - Overall Site Relationship & Business Continuity

▸ Site Transition Manager - Manage the Transition Process

▸ Legacy Applications Manager (leveraged support from East Coast Lab)

▸ Site Network Communications Engineer (NCE)

▸ Site Data Analyst -

▸ Site Project Coordinator -

▸ Site Support Teams (IA, File/Print & Messaging Servers, Desktops, etc.)

▸ Special Action Teams (SAT) and Assessment & Validation Teams (AVT)

ISF Transition Team for Quantico

ROLE	TEAM MEMBER
Director, Navy and Marine Corps Operations	**Cozy Bailey**
Command Manager	**USMC NCR- Jim Harris**
Site Manager	**Greg Lockett**
Site Transition Manager	**Jackie McWhite**
Legacy Application Manager	**Lee Adams**
Site Network Communication Engineer	**Chuck Money**
Site Data Analyst	**Steve Mills**
Site Project Coordinator	**Tammy Phibbs**
Site Support Teams	**IA – Rob Winkler, Servers- Incumbent Contractors, Desktop – Incumbent Contractors**
Special Action Teams	**Facilities – Clint Curry, Server Farm Build-Out – James Bingham WAN Provisioning John O'Meally**

Extended Team Resources

ROLE	RESPONSIBILITIES	TEAM SIZE	ARRIVES	DEPARTS
Command Engineer	*Performs on-site support to ensure quality infrastructure design. Acts as program wide infrastructure expert and technical project manager as required to ensure successful implementation. Engaged from site in-brief through cutover as needed, but not necessarily at the site.*	**Lead Only**	**On Site**	**At Cutover**
Site Transformation Lead	*Works issues relating to data collected during validation effort.*	**Lead Only**	**On Site**	**At Cutover**
Systems Engineering Migration Planner	*Answers migration-related questions. Captures migration issues and begins resolutions. Following visit, supports site primarily from Herndon.*	**Lead Only**	**At In-Brief**	**1 Week or Less after In-Brief**
Network Communications Engineers (NCE)	*Oversee site survey, design and implementation of infrastructure build-out. Provide technical and managerial leadership to synchronize team for successful BAN/LAN completion on schedule. Responsible for Inside/Outside cable plant, physical and logical network implementation, adaptation of facilities to support NMCI solution, Information Assurance and network security solution and policies.*	**Lead Only**	**On Site**	**At Cutover. Note: Large city areas may choose to employ a full time NCE, in which case there is no departure time**
	Collects data on existing/incumbent			

Extended Team Resources

ROLES	RESPONSIBILITIES	TEAM SIZE	ARRIVES	DEPARTS
BAN/LAN	*Responsible for surveying all inside and outside cable plant, buildings, closets, computer rooms from circuit termination/Point of Presence {POP] to all data ports requiring NMCI network connectivity. Tags active infrastructure equipment converting to NMCI.*	**Determined by data gathered by NCE during pre-in-brief visit, and possibly restrictions on time allowed on site, due to limited escorts, etc.**	**On Site**	**Permanent Staff**
Server	*Validates all application, email, file and print servers at site. Only goes to in-brief if time between in-brief and Cutover is condensed and validations are to begin immediately. Normally represented at in-brief by Site Lead.*	**Team Lead plus team. 5 servers per day per team member**	**On Site**	**At Cutover**
Messaging	*Validates email systems and user accounts. Only goes to in-brief if time between in-brief and Cutover is condensed, and validations are to begin immediately. Normally represented at in-brief by Site Lead.*	**Team Lead plus max 3 team members. If less than 10 servers at site, team of 2.** **Max duration = 3 weeks**	**On Site**	**At Cutover**
	Conducts preliminary site visit before in-brief, usually coordinated thru local		**Pre In-Brief Visit**	

Extended Team Resources

ROLE	RESPONSIBILITIES	TEAM SIZE	ARRIVES	DEPARTS
Facilities	*Monitors construction of server farm.* *Participates in facilities portion of ISP/OSP work.*	**Lead Only**	**On Site**	**At Cutover**
Legacy Applications	*Coordinates legacy applications testing.*	**Lead Only**	**On Site**	**At Cutover**

Command Engineer

▸ Program-wide infrastructure expert and technical project management

▸ Ensure quality infrastructure design

▸ Ensure program compliance at the command level

▸ Leverage expertise from interfacing portfolios and partners

▸ Resolve key design risks and issues that arise from site design reviews

▸ Provide technical support for special CLIN requirements

CLIN = Contract Line Item Number

Site Transformation Lead

- On-Site Objective – Collect data and explain validation roles

- Site-Lead Responsibilities:
  - Collect data on related servers, user communities
  - Provide liaison to other site leads by: providing data on hardware/software, WAN/BAN hardware/software, duties related to NOC and other POCs
  - Coordinate infrastructure teams and activities; communicate with transformation manager and infrastructure teams

- Identify undiscovered technologies in the environment and provide solutions relating to integration

- Monitor existing validation efforts; coordinate activities

- Provide information to end users during validation efforts

- Manage local issues

- Collection Process Steps

  - Step 1 – Validate any information provided in the PSQ or other data collection activities

  - Step 2 – Prior to AOR - Site Transformation Lead duties:

    - Collect environment data, including user locations, server location WAN/LAN hardware, IP addresses

    - Produce documentation and associated briefs as needed, then present them to management as part of solution package

    - Monitor site activities by integrating functions toward cutover

PSQ = Preliminary Site Questionnaire

Site Transformation Lead Goals and Processes

- Facilitate loading of data into related databases, production of reports, and interaction with government representatives

- Produce reports: distribution lists, user reports, server reports, status reports detailing site activities and progress

- Work with government leads involved with legacy applications

- Gather network printer data for design team (via PSQ)

- Produce documentation and/or coordinate resolution of issues critical to site AOR/Cutover readiness

- Facilitate and mediate between command and NMCI on issues to help provide focus on resolving problems

Systems Engineering/Migration Planning

- SEMP responsibilities, duties and activities:
  - Gain clear understanding of architecture, organizational servers, and network infrastructure for migration planning.
  - Integrate site data for migration planning on existing servers
  - Coordinate additional activities and identify all subsystems at the site regarding migration
  - Validate the user/server infrastructure then integrate/migrate into NMCI
- Document processes for site-support staff

Migration Goals and Functions

‣ Load collected data into migration database

‣ Produce plans of action and milestones (POA&Ms) for elements specific to transition:

  ‣ Distribution lists from legacy servers, public folders, shared folders

  ‣ Resources such as user data, printer objects, server operating systems, migration of systems

  ‣ Legacy applications and functions

  ‣ Others as needed

‣ Produce design documentation for resolution of POA&M issues

‣ Facilitate between command and NMCI to resolve migration issues

Network Communication Engineer (NCE)

Overall Site Infrastructure Responsibility

NMCI Success

Technical Quality Assurance (TQA)

Ensure Designs are Cost Effective, Meet Business Objectives, and Meet Approved Architecture

Design Management Team (DMT)

Conducts Design Reviews, Change Management, Schedules, and Documentation

NCE Site Team

Public Works Teams

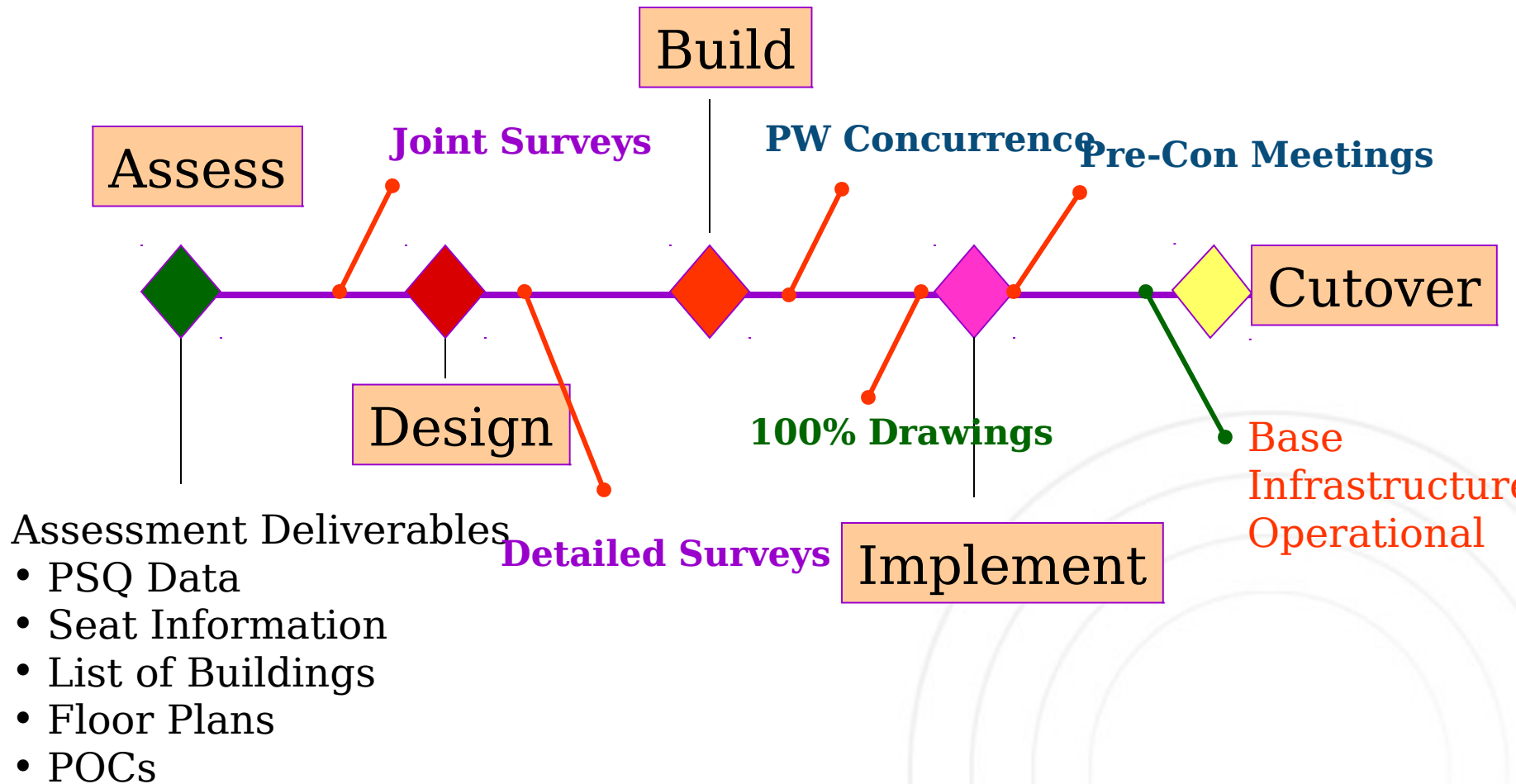**Information Strike Force (ISF)**

BASE SUCCESS

BAN/LAN

Facilities (Communications Closet Build-Out)

Information Assurance

OSP/ISP

OSP = Outside Plant; ISP = Inside Plant

Enterprise Solutions
Navy Marine Corps Intranet

NMCI
INFORMATION
STRIKE
FORCE

Infrastructure Cycle

Build

Assess

Joint Surveys

PW Concurrence

Pre-Con Meetings

Cutover

Design

100% Drawings

Base Infrastructure Operational

Assessment Deliverables
- PSQ Data
- Seat Information
- List of Buildings
- Floor Plans
- POCs

Detailed Surveys

Implement

Subcontractor Management

▸ Assumption of Responsibility (AOR) requires:

  ▸ Copies of current contracts/SOWs and names of incumbent contractors performing NMCI-like services

  ▸ Circuit information (e.g., cost information, etc.)
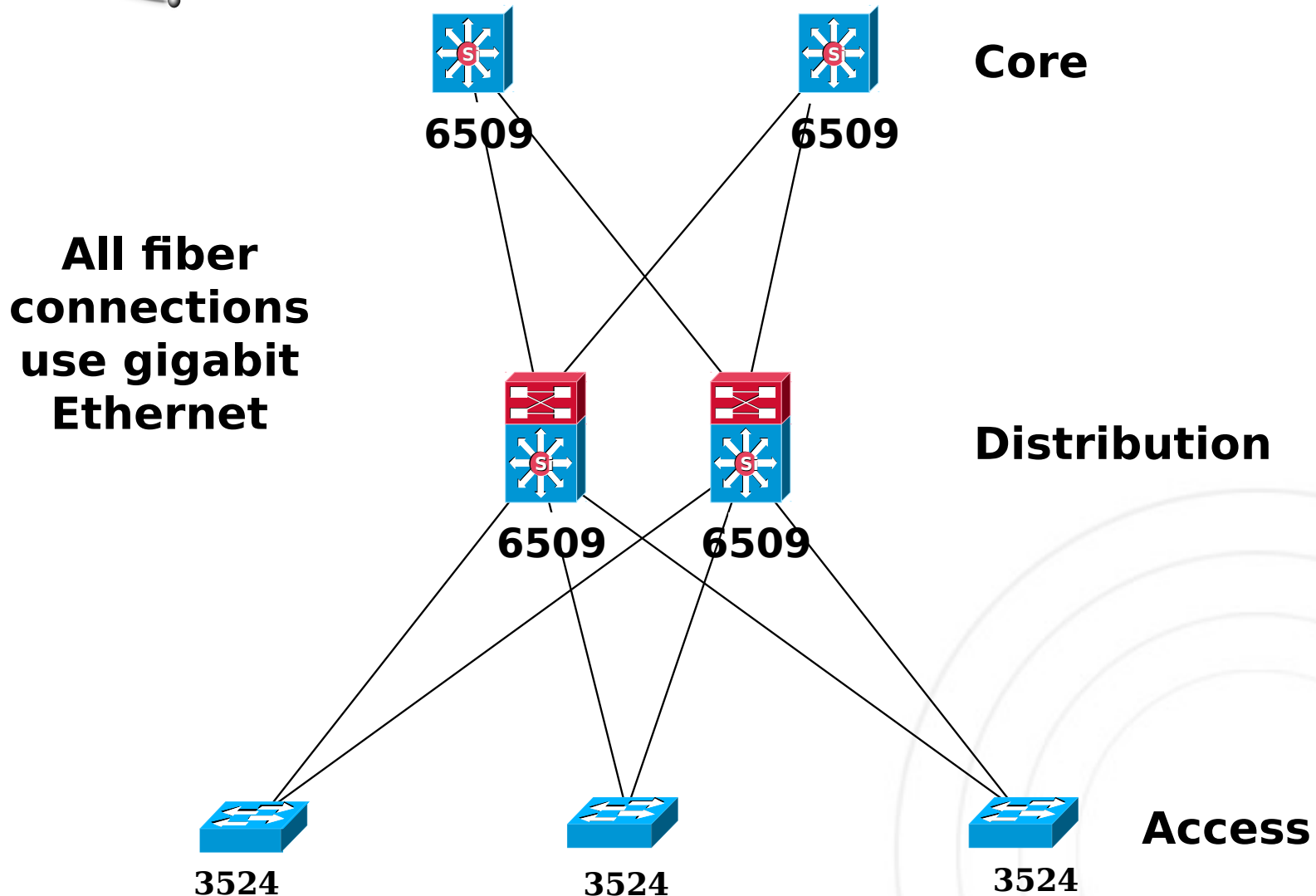
  ▸ Copies of leases, maintenance agreements, etc.

Subcontractor Management

‣ Augmented workforce

  ‣ Identify redeployed/impacted workforce

  ‣ Technology transfer
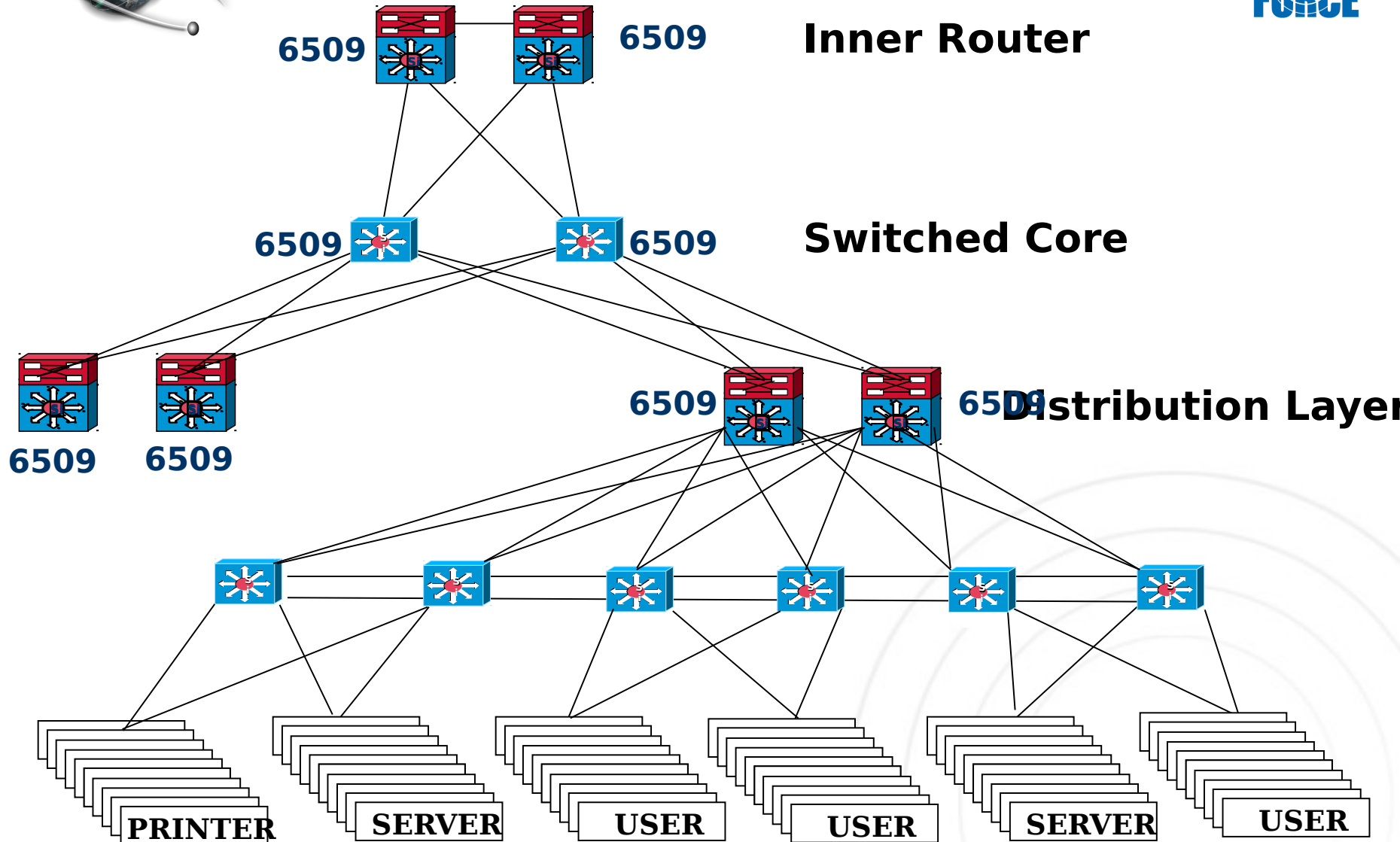
  ‣ Identify skill sets and responsibilities

BAN/LAN Team

▸ Designs and supports the NMCI base/area network

▸ Supports the legacy or "as-is" network

▸ Provides permanent on-base technical staff

▸ Manages and maintains base network operations

BAN = Base Area Network; LAN = Local Area Network

NMCI Three-Tier Hierarchical Model

Core

6509   **6509**

All fiber connections use gigabit Ethernet

Distribution

6509   **6509**

Access

3524   **3524**   **3524**

Typical BAN Design

6509   **6509**   **Inner Router**

6509   **6509**   **Switched Core**

6509   65**Distribution Layer**

6509   **6509**

PRINTER   SERVER   USER   USER   SERVER   USER

28

Objectives:

▸ Obtain accurate data as required by the design team

▸ Identify, inventory and validate servers, attached monitors and peripherals that will transition to the NMCI environment

▸ Uniquely identify all transitioning servers, attached monitors, and peripherals

▸ Identify site-specific issues

▸ Identify all units that function as a server in a client/server environment to include legacy RDT&E devices

▸ Network traffic or data will not be affected during the server validation process

▸ Data collected from classified systems will remain on the server for use during the implementation phase

RDT&E = Research, Development, Test, and Evaluation

Server Validation Process

‣ Requirements (before validation process begins):

    ‣ Identify all servers scheduled to be transitioned to NMCI

    ‣ Identify site points of contact and system administrators

        ‣ Contact information (telephone/pager numbers)

        ‣ Building numbers

        ‣ Building access requirements

    ‣ Assess the need to travel to remote sites for additional data collection

▸ Duration of visit depends on:

  ▸ Availability of points of contact

  ▸ Access to servers

  ▸ Number of servers to be validated

  ▸ Geographic location

Messaging Validation

‣ On-Site objectives:

  ‣ Identify all messaging systems at the site, including COTS and organizational messaging

  ‣ Gain clear understanding of architecture, organizational messaging, and Internet connectivity

  ‣ Diagram the legacy messaging architecture

  ‣ Collect data on each server within the messaging architecture

‣ No end users will be affected during the messaging validation effort

- Collection Process
  - Step 1
    - Validate any information provided in the PSQ
  - Step 2 – Prior to AOR
    - Collect messaging environment data, including connectors, mailbox sizes, etc.
    - Diagram external messaging connectivity and internal organizational systems
    - Collect SMTP addresses, distribution lists, functional/resource mailboxes, and public folder hierarchy
  - Step 3 – Prior to Cutover (approximately four weeks)
    - Refresh SMTP addresses and distribution lists contents

▸ Load data collected into migration database

▸ Produce design documentation for overall site design

▸ Produce plans of action and milestones (POA&Ms) for elements specific to transition:

   ▸ Distribution lists

   ▸ Public folders

   ▸ Resource mailboxes

   ▸ Functional mailboxes

   ▸ Naval messaging

   ▸ Blackberry (where applicable)

   ▸ Others as needed

Site Facilities Manager

- Roles and responsibilities:
  - Coordinate and manage the build-out of the server farm and warehouse(s)
    - Electrical: state of the art redundant power, generator, UPSs, PDUs, etc.
    - Environmental: industrial air conditioning systems
    - Fire Safety: pre-action systems, etc.
    - Security: card reader access, video recording/monitors
  - Interact with various departments, including ROICC, Public Works, Environmental, Safety, Utilities, and Security, to adhere to regulations and meet base objectives

- Personnel (user) security
- Facility (physical) security
- Network security:
    - Firewalls and packet filtering
    - Intrusion detection
    - Content filtering
    - Virtual private networks (VPNs)
    - PKI-enabled applications
    - Encryption

PKI = Private Key Infrastructure

What is Information Assurance?

- Availability
  - Data when you need it
- Authenticity
  - You are who you are
- Integrity
  - It is what it is
- Confidentiality
  - Authorized usage only

Network Security Tools

Type of Tool	Function Provided			
	Confidentiality	Integrity	Authenticity	Availability
Firewalls and Packet Filtering	Yes		Yes	Yes
Intrusion Detection	Yes		Yes	Yes
Content Filtering		Yes		Yes
Virtual Private Network	Yes	Yes	Yes	
DoD PKI-Enabled Applications	Yes	Yes	Yes	
Encryption	Yes	Yes	Yes	

Responsibilities of the ISF IA Team

- Identify command ISSM/ISSO/DAA:
    - Answer pertinent questions in PSQ
    - Assure site documentation is in order (IATO, SSAA, CONOPS, SOPs, and the like)
    - Determine the need for TEMPEST or PDS documentation
- Provide IA security design
- Install, test, and certify IA boundary equipment
- Provide continuing on-site IA support

ISSM = Info Systems Security Manager; ISSO = Info Systems Security O
DAA = Designated Approving Authority

▸ Information systems security administrator: Local ISF security policy expert - understands security policies and procedures

▸ Boundary hardware administrator: Security product administrator, network security technician

▸ Crypto/COMSEC support administrator: Focuses on classified support; administers Type-1 crypto equipment

▸ Key management/PKI administrator: Local registration authority for PKI certificates, trusted agent for credentials verification, PKI policy expert

▶ Inventory all legacy applications needed after transition to NMCI

▶ Identify the following types of information:
  ▶ GOTS and COTS applications
  ▶ Desktop legacy peripherals, drivers, and associated software
  ▶ Legacy application servers
  ▶ Data share requirements

▶ Begin:
  ▶ Creating a user-to-applications mapping (UTAM)
    ▶ UTAM is government evidence to ISF that valid license exists
  ▶ Identifying your subject matter experts (SMEs) for testing
  ▶ Prioritizing your applications for testing

Use of ISF Tools is mandatory and key to successful tra

COTS = Commercial Off The Shelf; GOTS = Government Off The Shelf

ISF Tools

Rationalization

▸ Rationalization

The process of identifying only those desktop and server-based applications, both COTS and GOTS, required to support command or DoN missions and goals. It includes the integration, consolidation, and elimination of applications and databases.

▸ Goals of rationalization

▸ Improve standardization

▸ Enhance security

▸ Reduce duplication

▸ Minimize support costs

Rationalization Process

▸ Collapse multiple instances to single application

▸ Screen

  ▸ Active users

  ▸ Fleet standard

  ▸ Mission-essential

  ▸ Web-enabled or plan to migrate

▸ Kill or keep

▸ Revise

▸ Standardize – NADTF provides standards for rationalization process

Survey/Validation team leaders:

▶ BAN/LAN   -   Chuck Money

   Paul Secrest

▶ Server Validation   -   Richard Armstrong

▶ Messaging   -   Amy Benavitch

▶ Information Assurance   -   Jack Castro

   Joe Dobrzanski

Operation Starting 3/10/2003

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	30	31
	Joint Survey Timeline -- By number of day's																													

BAN/LAN	←————————————————————————————→
Server Validation	←——————————————————→
Messaging	←——→
Information	←————————————————————————————→
Assurance Security	Complete
Legacy	Ongoing
Applications	
Facilities	Complete
WAN	Complete

Transition Tools

- ISF Conference Room

- Preliminary Site Questionnaire (PSQ)

- Site Concurrence Memorandum (SCM)

- AOR Checklist

- Cutover Checklist

- Implementation Plan (includes schedule)

ISF Conference Room

- Conference Room 114; Newlin Hall

- Staffed 0730 – 1630; normal work/business days

- 703-432-0225 (no voice mail)

- Will function as home base for survey/validation exercise, place to leave messages for ISF personnel, way to contact ISF staff, etc.

- Data Network Organization
- Registered IP Addresses
- Current Network Infrastructure Components
- Trouble Call/Help Desk Support
- Wide Area Network (WAN)
- Local Area Network (LAN)
- Legacy Applications (GOTS)

- Legacy Applications (COTS)
- Hardware
- Servers
- COMSEC
- Information Assurance
- Contracting/Procurement

Site Concurrence Memorandum

▸ Program Support

▸ Physical Access

▸ Information Access

▸ Work Environment

▸ IT Services

▸ Existing Operations

▸ Quality of Life
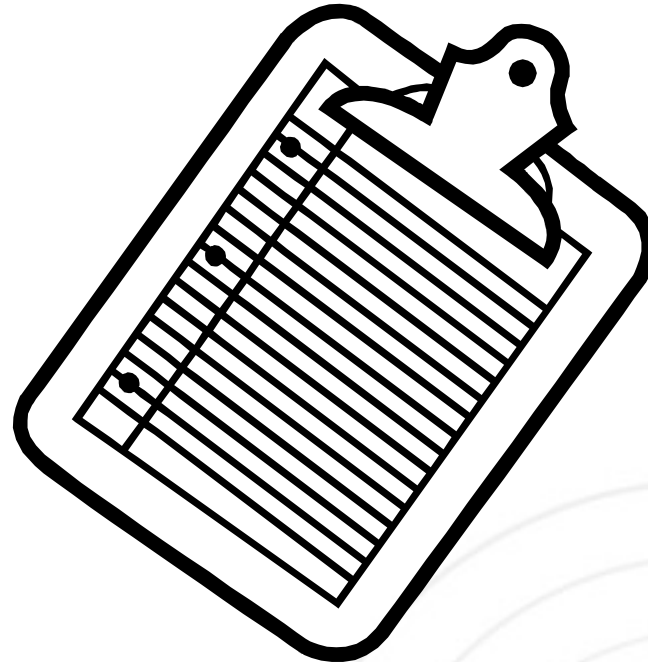
Assumption of Responsibility (AOR)

▸ The date when responsibility for operating the legacy environment, for work defined by the ordered NMCI CLINs, shifts from the Government and its local contractors to the Information Strike Force (ISF).

▸ Quantico will AOR on March 24, 2003.

Quantico AOR Checklist (Example *as of 2/5/03*)

	EVENT	Calendar Days Before AOR	ISF	GOV	Government Action	Must accomplish events prior to AOR	Must be completed by date	Status/Notes	Responsible Person/Org
3	**Download and initiate the Preliminary Site Questionnaire** http://www.eds.com/nmci/transition.htm	0		X	Detailed Actions	X	01/22/03	This action has been completed for the old PSQ. On 1/24/03 V.4 of the USMC PSQ was approved.	
5	**Identify and survey the Government Furnished Facilities (GFF) to include permanent/temporary warehouse/storage & administrative workspace.**	51	X	X	Detailed Actions	X	01/31/03	Permanent GFF space has been identified, however, temporary administrative workspace must be provided for permanent and temporary ISF site personnel. The following properties have been identified as potential temporary/permanent GFF for the ISF site team. **Warehouse – Bldg 3037 - 1/31/03 Warehouse – Bldg SF/Admin Space - Diamond Hall 3098 Possible ISF space - Bldg 3167 near Butler Stadium.** Additionally, the temporary admin space can possibly be obtained in Garrisonville in the space near Jacob Sverdrup; and, Generals Catto and Thomas have taken space on as an action.	
2	**Furnish final/approved Site Concurrence Memorandum (SCM).**	51	X	X	Detailed Actions	X	02/06/03	The current proposal is to have an enterprise and Site level SCM to include attachments at the Site for the tenent commands. Some Marine stakeholders have also expressed interest in an NCR-level SCM.	
11	**Provide site maps/drawings of buildings and networks, ISP/OSP runs and legacy network architecture, including site logical and physical diagrams of DMDS servers, to the ISF SM.**	51		X		X	02/07/03	ESI workbook Data will be provided to Chuck Money by Capt. Tanner by 1/25/03. Assumption is that this data will provide enough information to start survey/validation planning. The ESI workbook data is a baseline for the user data, it is about 80% complete. The workbooks will be delivered to the CTR's on 1/25 to validate data. ISF Partner General Dymanics will provide some ISP/OSP data. **Site Maps/Bldg drawing Network drawings ISP/OSP runs Legacy network architecture L/P DMDS servers diagrams**	

	EVENT	Calendar Days Before AOR	ISF	GOV	Government Action	Must accomplish events prior to AOR	Must be completed by date	Status/Notes	Responsible Person/Org
12	Deliver the *completed* Preliminary Site Questionnaire to the ISF SM.	51		X		X	02/07/03	Must have data by completion date to start surveys and validations on time. Initially, data will be taken from old PSQ's and the ESI workbook for planning.	
24	Provide ISF a list of contractors and relevant contracts by site.	51		X	Detailed Actions	X	02/07/03		
16	Obtain ISF Tools and NOIS (Navy Ordering Information System) database access from echelon II for all appropriate site personnel.	51		X		X	02/07/03		
19	Develop the Change Management Communications Plan.	51	X		Detailed Actions	X	02/07/03	The Change Management plan will be developed and attached to the SCM.	
20	Site contacts Subcontracts to start AOR Analysis	51	X			X	02/07/03	PSQ data will be required, see section 7 of the PSQ template.	
33	Provide copies of all leases by site that affect NMCI. Govt and ISF should plan for lease termination based on AOR +60	51	X	X	Detailed Actions	X	02/07/03		
29	Provide Difinitized Task Order to ISF.	44	X			X	02/14/03	CTR's will be attending NOIS training February 11, 12 and 13th.	
8	Develop MOA's for SSAA / ISSM / ISSO role and responsibilities.	42		X		X	02/10/03	The MOA is an IA, MITNOC responsibility and the information will be capture in the SCM.	Major Hanks & PO
9	Survey, design, and order long haul circuits to support NMCI requirements.	42	X	X	Detailed Actions	X	02/10/03	MITNOC responsibility	Steve Page
14	Forward approved impacted employee list to ISF HR.	42		X	Detailed Actions	X	02/10/03	The CTR's will working with the HR POC to validate employee data. The impacted employee list will be provided by the government POC for Human Resources.	Ms. Lee Gale 703 784-9382
15	Conduct Kick-Off meeting and begin initial site surveys for LAN/BAN and IA, including validation of requirements for CLIN38AA/AB/AC and CLIN32's COI's on site.	62	X		Detailed Actions	X	02/10/03	The site team Kick-off meeting will be conducted after the Site In-Brief. Additionally, ESI workbook Data will be provided to Chuck Money by Capt. Tanner by 1/25/03. Assumption is that ESI workbook data and the General Dynamics data will provide enough information to start survey/validation planning.	

EVENT		Calendar Days Before AOR	ISF	GOV	Government Action	Must accomplish events prior to AOR	Must be completed by date	Status/Notes	Responsible Person/Org
17	Conduct Site In-Brief, including the Legacy Applications briefing.	42	X	X	Detailed Actions	X	02/10/03	**Attendees** Program Management Offce MITNOC Legacy Applications Messaging Maj. Kempster -Gov Becky Harris -EDS DMS Nancy Shannon - Gov Information Assurance Maj. Hanks - Gov LAN/BAN Voice Video Sub- Contractor Manager Human Resources Servers · File· Print· DC· DNS-WINS· DHCP· RAS· App's· DB etc. Mike White - EDS Andy Jonelis - EDS Rich Armstrong - EDS David Williams - EDS Scott Moser - EDS Facilities WAN PKI Lee Atkins – Gov. System Admin Network Admin	
41	Sign MOA for SSAA / ISSM / ISSO Roles and Responsibilities.	39		X		X	02/12/03		
26	Identify government employees who will be eligible for NMCI employment and provide to PEO-IT.	39		X	Detailed Actions	X	02/12/03		Ms. Lee Gale 703 784-9382
22	Re-validate all assets (computers, printers, and any and all networks and network devices) to be transferred to the ISF.	39		X		X	02/12/03	Need detail explanation	
38	Complete ISF recommended termination/cancellation/modification actions for existing contracts using AOR as the effective date.	38		X	Detailed Actions	X	02/13/03		
7	(1) Determine need for VSIP Authority, and request to Claimant; (2) determine need for VERA and RIF authority and request to ASN (M&RA) via Claimant.	45		X	Detailed Actions		02/17/03	Government Separation procedures.	Ms. Lee Gale 703 784-9382

Quantico AOR Checklist – Cont
(Example as of 2/5/03)

	EVENT	Calendar Days Before AOR	ISF	GOV	Government Action	Must accomplish events prior to AOR	Must be completed by date	Status/Notes	Responsible Person/Org
32	Coordinate with site and local HR to establish date(s) for impacted employee meetings.	45	X	X	Detailed Actions	X	02/17/03	Determine if this event is Pre-AOR.	Ms. Lee Gale 703 784-9382
23	Complete Server and Messaging validation.	25	X		Detailed Actions	X	02/26/03		
36	Management review of AOR financials conducted and final AOR agreed plan documented	23	X			X	02/28/03		
30	AOR site spreadsheet completed	23	X			X	02/28/03	This is the AOR financial spreadsheet	
34	Conduct AOR readiness review.	23	X	X	Detailed Actions	X	02/28/03		
40	Grant Interim Authority to Operate / Authority to Operate (IATO / ATO) for existing network(s).	24		X	Detailed Actions	X	03/07/03		
42	Sign SCM, identify NMCI assets and transfer via DD1149.	24	X	X	Detailed Actions	X			
	The Items below can be conducted during the AOR Period								
1	Establish the Government site transition team as outlined in the NMCI execution plan.	180		X	Detailed Actions				
4	Identify preliminary Government Furnished Equipment (GFE) COMSEC listing.	180	X	X	Detailed Actions				
6	Provide existing Certification and Accreditation (C&A) documentation for the Site System Security Authorization Agreement (SSAA).	180	X	X	Detailed actions				
10	Provide copies of all licenses for all Legacy COTS and GOTS software.	180		X				Will we use the same Legacy Apps's licensing agreement used with NAVAIR. The UTAM will be the Marine Corps evidence to ISF that valid licenses exist for all software used in NMCI	
13	Develop designs for facilities and environmental support.	160	X						
18	Submit the initial User to Application Mapping (UTAM) to ISF. Ensure only applications on the Marine Corps Baseline List are submitted.	120		X	Detailed Actions			The Marine Corps legacy apps lead is Linda Salisbury	
21	Complete draft of Site Transition Plan.	90		X	Detailed Actions				
25	Complete designs for NMCI services to be delivered.	90	X						

	EVENT	Calendar Days Before AOR	ISF	GOV	Government Action	Must accomplish events prior to AOR	Must be completed by date	Status/Notes	Responsible Person/Org
27	Provide ISF the "right to use" for all desktop legacy applications (COTS and GOTS) in the SCM.	60		X					
28	Assign Remote Site Transition Manager to small & remote sites.	60	X					Will leverage the support of the enterprise remote site manager Chuck Sommers.	Capt. Scott Francois is Remote Site Manager for Marine Corps.
31	Deliver to ISF SM any add/change/deletes to the user-to-application mapping (UTAM) for GOTS and COTS, including any changes to the "USER to CLIN" (U2C) to NMCI machine mapping.	45	X	X	Detailed Actions				
35	Complete Site Implementation Plan	45	X		Detailed Actions				
37	Identify Navy/Marine Corps White Pages POC(s).	30	X	X	Detailed Actions				
39	Provide ISF Site Transition Plan for the site.	30	X		Detailed Actions				
43	Achieve AOR.	0	X	X	Detailed Actions				

Cutover

▸ The <u>period of time</u> during which the portion of NMCI implementation, visible to the end user, occurs (e.g., seat deployment, printer deployment, etc.).

▸ Quantico will start Cutover on May 5, 2003.

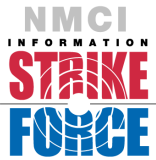# Quantico Cutover Checklist (Example *as of 2/5/03*)

	EVENT	ISF	GOV	Calendar Days Before Cutover	Date Completed	Link to Help/Template				
1	**Verify Site Warehouse Operational**.	X		60		Verify Warehouse Operational				
2	**User Data Delivered**: 1) User to CLIN (Computer & Peripheral); 2) User to Application; 3) User Profile Data for Account Creation.	X	X	60		Data Production Process				
3	**Map users to group shares and identify CLIN 16 requirements**		X	50		Server Data Migration				
4	**Verify IA (GFE) (Comsec) received**.		X	30						
5	**Verify CMS Support** in place (training, keymat, etc.).	X	X	30		CMS Support				
6	**Deliver Ready Document** to End Users (Ready/Set/Go)		X	30		Ready, Set, Go Documents				
7	**LADRA Seats Ready for use**	X		30		LADRA Process				
8	**LADRA Test Plan and Schedule Ready**	X	X	30		LADRA Process				
9	**Rollout Schedule Completed**		X	30						
10	**Deliver Set Document** to End Users (Ready/Set/Go)		X	22		Ready, Set, Go Documents				
11	**Site IATO** received.	X	X	21		ST&E Process				
12	**Server Farm IATO** received.	X	X	21		ST&E Process				
13	**LADRA Completed** for first segment	X	X	21		LADRA Process				
14	**Server Farm Accepted** by NOC	X		21		Server Farm Accepted				
15	**Deliver ISF account info for Site** personnel	X		21		ISF Account Template				
16	**Imaging (Staging) Facility Ready**	X		20		Imaging Facility				
17	**Printer Deployment Plan Complete**	X		20						
18	**Base Infrastructure Operational** (BIO)	X		14		BIO				
19	**Confirm Classified Computer/Peripheral disposal/recovery process & policies**	X	X	14		Class System Disposal-Recovery				
20	**Confirm Hardware on Site** (Seats/Printers)	X		14						
21	**Verify ALL IATC/IATO paperwork completed**.		X	14		ST&E Process				
22	**Conduct Legacy Applications Deployment Readiness Review**. All applications required for cutover are Complete (Segments allowed).	X	X	14		LADRA Process				
23	**Quarantine Seat Plan** Complete		X	14		Deployment Process				
24	**Trust established for Reach Back**	X	X	14		Server Data Migration				
25	**Deploy ISF Seats**	X		14		ISF Seat Deployment				
26	**Verify all Electronically Distributed Legacy Applications on Tier 3 servers**.	X		12		Electronically Distributed Apps'				
27	**Complete Server Data Migration** (Segments Allowed)	X	X	11		Server Data Migration				
28	**NMCI User Training** Available.	X	X	7						
29	**Active Directory Accounts Created** (OCM run)	X		7		Data Production Process				
30	**Verify Drivers for Legacy Peripherals and Special Needs (Section 508)** available	X		5		Deployment Process				
31	**Printers Installed (Segments Allowed)**	X		5		Deployment Process				

ID		Task Name	Start	Finish	Feb 2, '03				Feb 9, '03							Feb 16, '03							Feb 23
					W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
1		**USMC Site Template - w/o SF**	**Wed 1/1/03**	**Mon 7/14/03**																				
1		**USMC QUANTICO - MAIN**	**Wed 1/1/03**	**Mon 7/14/03**																				
2		USMC QUANTICO - MAIN - Project Start	Wed 1/1/03	Wed 1/1/03																				
3		**Strategic Planning**	**Fri 1/3/03**	**Thu 2/13/03**																				
30		**Pre-AOR Activities**	**Fri 1/10/03**	**Mon 3/24/03**																				
65		**Data Analysis**	**Tue 2/11/03**	**Wed 3/12/03**																				
71		**Design**	**Mon 2/10/03**	**Fri 6/6/03**																				
96		**Legacy Applications**	**Wed 1/1/03**	**Fri 4/18/03**																				
125		**WAN Process**	**Tue 2/11/03**	**Wed 6/4/03**																				
133		**Facilities**	**Thu 1/30/03**	**Fri 4/25/03**																				
142		**Logistics**	**Tue 2/18/03**	**Mon 6/2/03**																				
164		**Server Farm**	**Wed 1/1/03**	**Wed 1/1/03**																				
166		**Implementation**	**Mon 4/21/03**	**Mon 7/14/03**																				
194		**Pre-Deployment**	**Thu 3/6/03**	**Fri 5/2/03**																				
225		**Site Transformation**	**Mon 5/5/03**	**Wed 7/2/03**																				

Wrap-up -- What's Next

▸ Special Action and Assessment &Validation Teams will meet with their site counterparts and map out the plans for validation and surveys.

▸ Survey and validate current network environment

▸ Continue to populate the PSQ's

▸ Continue to gather user data to develop User-to-CLIN and User-to-Application mappings

▸ Continue to validate orders to update NOIS and eMarketplace

▸ Continue to identify and test GOTS and COTS applications

▸ AOR Quantico March 24, 2003

▸ Prepare site to connect to NMCI

▸ Cutover Quantico May 5 through July 2, 2003

Questions and Answers